**TOGIP**

**Job Description**

Job Title: **Office Manager**

Department: **Administration**

Reporting to: **CEO**

Salary: **Salary** **from £20,000pa depending on experience.**

Benefits: **Workplace pension scheme, business expenses, 13th salary.**

**Introduction:**

We are looking for an experienced office manager to organise and coordinate administration duties and office procedures. The role is to create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness, communication and the company’s compliance obligations.

The office manager duties and responsibilities will include managing the day to day operations for a business centre, checking clients in/out, scheduling meetings and appointments, organising and order office supplies, greeting visitors and providing general administrative support to our CEO. Previous experience in a business centre as a front office manager or office administrator is essential. A successful office manager should also have experience with a variety of office software (email tools, spreadsheets and databases) and be able to accurately handle administrative duties. They should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operations.

**Key responsibilities:**

Serve as the main point of contact for office manager duties including:

* Schedule meetings and appointments for the Directors.
* Organise the office layout and order stationery and equipment and arrange necessary repairs.
* Assist the HR department to maintain office policies and compliance as necessary.
* Organise office operations and procedures.
* Manage contract and price negotiations with office vendors or service providers.
* Manage office petty cash, ensure accurate and timely reporting.
* Provide general support to visitors.
* Assist in the onboarding process for new employees.
* Address employees queries regarding office management issues (e.g. stationery, hardware and travel arrangements).
* Liaise with facility management vendors, including cleaning, catering and security services.
* Manage any office errands including assisting the marketing team with in-house or off-site activities, eg parties or conferences.

**Key requirements:**

This is a 100% people-interactive role and the right candidate will have:

* Previous experience as an office manager / office administrator role. Min 3 year. \*
* Knowledge of office administrator responsibilities, systems and procedures. \*
* Proficiency in MS Office (MS Excel and MS Outlook, in particular). \*
* Excellent time management skills and ability to multi-task and prioritise work.
* Excellent attention to detail and problem-solving skills.
* Excellent written and verbal communication skills.
* Strong organisational and planning skills in a fast-paced environment.
* Additional qualification as an administrative or secretary will be a plus (eg a Pitman’s qualification).

**Working hours:**

Monday to Friday 8.30am – 6pm

\* essential to have.